

Office of SSA-DD/S
Room 7D10
Hqs

22 June 1962

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SSA-DD/S 7D10, Hqs

Per your recent request, the following material is forwarded herewith:

1. Thermofax cy of Comptroller Instruction No. 30, dtd 19 Nov 56 (for your retention)
2. SSA-DD/S Qy of 22 Aug 57 Memo for Chiefs of Support, DD/P Senior Staffs & Area Divisions, fr SSA-DD/S, subj: Theory and Preparation of Administrative Plans; w/4 Atts (Forwarded as a loan for duplication.)

If you reproduce the 22 Aug 57 memo, it would be appreciated if you would make an additional copy for SSA-DD/S, if possible. Also, return the official SSA copy.

Thank you.

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Attachments were:

1. Theory & Preparation of Admin Plans (7 pgs)
2. Admin Plan Op Investment Check List (2 pgs)
3. Admin Plan Proprietary Proj Check List (4 pgs)
4. Admin Plan [REDACTED] Check List (3 pgs)

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